

<insert date>

<insert name>

<insert address>

<insert city, state, zip>

Dear <insert name>:

Re: Compliance with the Underground Storage Tank (UST) Regulations

The Department of Ecology (Ecology) regulates underground storage tanks under WAC 173-360. No UST regulated by Ecology shall operate without a valid permit (i.e. Master Business License). We have been notified that the Master Business License (MBL) endorsement for your underground storage tank(s) has expired for this site:

<insert site name>
<site #>

<insert site address>
<insert city, state zip>

Operating without proof of insurance or valid UST endorsements may result in a field penalty or enforcement order. *We ask you to please take action **only** on the item(s) checked below.*

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Submit your UST registration fees to the Department of Licensing within **one week** of the receipt of this letter.

1. Contact Department of Licensing at (360)664-1414 for total dollar amount due. (Processing and late fees may apply.)

Send to: Dept. of Licensing
Post Office Box 9048
Olympia, WA 98507-9048
FAX to: (360) 570-7875

2. After you receive your current Master Business License with UST endorsement, FAX a copy to me at (360) 407-7154.

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Submit your proof of pollution liability insurance to the Department of Licensing within **one week** of the receipt this letter.

Send to: Dept. of Licensing
Post Office Box 9048
Olympia, WA 98507-9048
FAX to: (360) 570-7875

Contact the Pollution Liability Insurance Agency at 1-800-822-3905 with general insurance questions.

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Additional information is needed for your proof of insurance

- <Issue #1>
- <Issue #2>

Please call the Department of Licensing at (360) 664-1414 with specific questions regarding the issues listed above.

Send to: Dept. of Licensing
Post Office Box 9048
Olympia, WA 98507-9048
FAX to: (360) 570-7875

If you no longer own this business, Ecology requests that you submit the contact information for the new owner to me so that we can update our records.

If your tank is permanently closed, please submit the closure paperwork required by WAC 173-360, Underground Storage Tank Regulation. Any UST system not permanently closed is subject to tank fees.

The required paperwork includes:

- Site Check/Site Assessment Checklist,
- Closure and Site Assessment Notice
- Site Assessment Report

Download the forms from our Web site at www.ecy.wa.gov/biblio/forms-ust.html.

Mail your paperwork, or information, to my attention to the following address:

Department of Ecology
Toxics Cleanup Program
Underground Storage Tank Section
PO Box 47600,
Olympia, WA 98504-7600.
Fax (360) 407-7154.

I encourage you to contact me at <insert phone number> or <insert e-mail address> if you need additional assistance.

Sincerely,

<insert name>
Toxics Cleanup Program
Underground Storage Tank Program

cc: UST Inspector